

Developmental Disabilities Council  
Reading Cover Page

Date: January 25, 2007

Meeting: Governance

Reading Number: 07-G-03

**Issue:** New policy on Agency  
Representatives Voting

Included in the Reading:

Agency Representatives Voting  
Guidelines Discussion Draft

Background/Summary:

At the November meeting, the committee decided to begin developing a policy on voting guidelines for agency representatives. It has been observed that often agency representatives either abstain or recuse from voting on agenda items and sometimes the agency representatives are not sure if they should be voting. The purpose of the policy is clarify the voting options and expectations for agency representatives participation in voting on agenda items.

Action: Review and prepare for discussion

Focus Question(s): What all should be included in the guidelines? Should the guidelines be expanded to clarify the rules and expectations for all Council members?

If there are any questions, please contact Clare Billings at 1-800-634-4473, [clareb@cted.wa.gov](mailto:clareb@cted.wa.gov) or visit the website at [www.ddc.wa.gov](http://www.ddc.wa.gov)

## Agency Representatives

Options in voting (same as for all members)

1. Yes (means you are in favor of the motion)
2. No (means you are not in favor of the motion)
3. Abstain (means you are not voting because you are undecided or missed the discussion on that item and do not want to hold up the voting.)
4. Recuse (means you are not voting because of a real or potential conflict of interest.)\*

Conflict of interest:

1. You, a family member, or your agency would benefit financially from the vote.
2. Your agency has a different position on the issue.
3. Your agency has decided not to take a position on the issue.

\* Council members must recuse themselves from the discussion at the workgroup and Council meeting if there is a real or potential conflict of interest.

Draft language for policy/procedure for Agency Representatives to participate in discussions and Vote on items.

Agency representatives should participate in discussions about projects, policies, budgets, Council priorities, Council's legislative agenda - except when it would be a conflict of interest (see above)

If it is a real or potential conflict of interest, the agency representative should recuse his or herself from the discussion as well as any votes.

Otherwise, agency representatives should participate in the discussions and vote on all items.